

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

September 28, 2023

Minutes of a regular meeting of the Board of Trustees of the Charlotte Community Library, County of Eaton, State of Michigan held as a regular meeting on September 28th at 7:00 p.m.

Roll Call was taken: Gloria Wilson – Here, Eunice Borrelli – Here, Keith Tirrell - Here, Cindy Cook – Here, Brandon Dyer – Here

Absent: Mary Sloan and Robert Monschein

Also, Present: Library Director David Votta, Sara Horn (note taker)

President Borrelli called the meeting to order at 7:02 p.m.

Approval of Agenda: Member Wilson motion to approve the agenda with addition of Board Member Allocation to Old Business. Member Cook seconded the motion. Motion passed.

Public Comments: None

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the August 17, 2023, with minor correction. Member Dyer seconded the motion. Motion passed.

Financial Report: Member Tirrell motions to approve the financial report and pay current bills with additional bills to US Bank Equipment Finance (\$838.69) and Duke's Spray (\$44.00). Member Dyer seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: Fall programming is underway. September is Library Card Sign-up month, and the library is participating in that initiative. We are again issuing school cards to all CPS students and those at St. Mary as well.
- Staff: Two staff members will be attending the Michigan Library Association's Annual Conference held the week of October 18th in Kalamazoo. The Director of Youth Services will serve as Chair of the Children's Manual Committee for the Collaborative Summer Library Program.
- Marketing: The Library is currently kicking off a "We Read Library Books" Yard Sign Campaign. Patrons may pick up a complimentary yard sign at the Circulation Desk to display in their yard throughout the month of October. The library purchased 100 and the Friends of the Library agreed to fund another 100 signs.
- Facilities/Collection/Services: Gate Count August 2023 = 6,260 – August 2022 = ~5,699 – July 2021 = 5,529. The county notified the library that our Parks Grant Partnership with the City of Charlotte was fully funded with \$5k in reimbursement. The new 100% recyclable made, ADA compliant, picnic table has been ordered along with two industrial waste receptacles. Each of those is also made from 100% recycled plastic and accommodates both trash and recycling. These items are expected to arrive near the end of October.

- Collection: The Library purchased four passes to Impression 5 Science Center. Each pass allows for four to enter the science center. Passes check out for one week. Funds to purchase these annual passes came through our Woodlands Cooperative via their annual Innovation Grant. The funds must be used for the public/patrons. The library is adding more games to our Beyond Books collection as well. A recent addition was a set of Jumbo Index Waterproof Playing Cards. They are large print and waterproof. These were purchased by the Charlotte Lion's Club.

- Programming:

Upcoming Sept. Events/Programming

- Fiber Circle – Weekly on Mondays (All Ages)
- Story Hour – Weekly on Tuesdays (Youth)
- Baby and ME – Weekly on Thursdays (Youth)
- Crafty Story Time – October 2 (Youth)
- Preteen Reads – October 3 (Youth)
- Decoupage with Fire – Halloween Theme – October 4 (Adult)
- Craft Club Jr – October 6 (Youth)
- On the Same Page Book Club – October 10 Monthly (Youth)
- Melt and Pour Soap with Cindy – October 13 (Adult)
- YA Book Club – October 17 Monthly (Youth)
- Minecraft – October 20 Monthly (Youth)
- CharLit Adult Book Club – October 25 Monthly (Adult)
- Hunt a Killer Myster – October 26 (Adult)

Adult August 2023 Programming

- Fiber Circle (every Monday) – 38 attendees for the month
- Puzzle Swap – 26 swappers (started with 294 puzzles and had 68 left over)
- Words & Wine - 12
- CharLit (Adult Book Club) – 15 attendees

Youth August 2023 Programming

<u>"In-House Program Name "</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Tie-dye teddy bear	1	20
It's Elementary @ Country Mill	1	16
Baby & Me	3	44
Craft Club Jr	1	3
Craft Club	1	9
Total	7	92

<u>"Out-of-House Program Name "</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Summer in the Park	3	174
Total	3	174

<u>"Passive/Virtual Program"</u>	<u>Total Number Taken</u>
Balloon tennis	2
Customizable puzzles	22
Totals	24

- Community: The first week of October is the Friends of the Library Annual Book Sale. There is a sign-up sheet at the Circulation Desk if anyone wants to volunteer and work the sale. The Library participated in the Frontier Day's Parade. Our float, a covered wagon bookmobile, took first place.

Old Business:

- "Your Library Yes! Committee: Committee divided into smaller committees for focus on specific things (e.g., Marketing, List of Individuals in Areas, etc.). The informational brochure was finalized and awaiting to be given out. Next meeting is October 10th.
- Lawn Sign Campaign: Patrons may pick up a complimentary yard sign at the Circulation Desk to display in their yard throughout the month of October. The library purchased 100 and the Friends of the Library agreed to fund another 100 signs. Starting on October 1st, daily drawings will take place for those who have signs to potentially win a prize collected from local businesses who are sponsors.
- Letter to Municipalities: To ask the township/city to join the Charlotte Community Library District Library meaning the millage would be placed on the individual ballots. Member Tirrell motions to approve and mail letters and drafted resolution to municipalities as presented. Member Wilson seconded the motion. Motion passed.

New Business:

- Board Member Allocation: Potential addition of five municipalities would mean the number of board members would change. There are guidelines within the current District Library agreement.
- Board Training: President Borrelli suggestion that it may be good for someone from the Woodlands Cooperative to give an "orientation" to the board members.

Meeting adjourned at 8:07 p.m.

Sara Horn